Medicaid E&E Claiming Job Aid #3: Part-II and Manual Reclassification Step

1 Break Out Non-E&E Expenses

- Use the new Part-II codes below to separate out your county's E&E expenses allowable to 75% FFP and Non-E&E expenses allowable to 50% FFP:

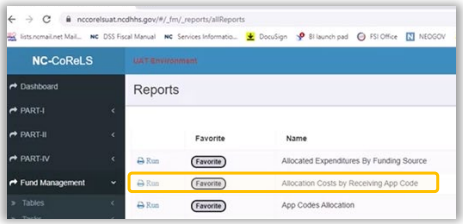
Part-II Codes for non-personnel expenses	E&E	Non-E&E
General Admin Support	310	804
General Income Maintenance (IM) Support	359	801
ADP Equipment IM	381	802
ADP Equipment General Admin	383	803
General Indirect Administrative Support		311

2 Enter Part-II Expenses into NC-CoReLS

- Part-II Expenses can be entered either manually into NC-CoReLS or imported via an Excel document
- Create the Part-II File
- Run Process Allocations

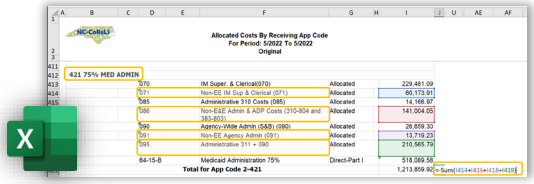
3 Run the Allocation Costs By Receiving App Code Report

- On the NC-CoReLS menu, select **FUND MANAGEMENT → REPORTS → FUND MANAGEMENT REPORTS**
- Run **ALLOCATION COSTS BY RECEIVING APP CODE** report
- Export the report into Excel



4 Calculate Reclassification Amounts

- Locate Receiving **APP CODE 421 – MED ADMIN**
- Calculate the sum (**X**) of the below Cost Pools:
  - **071**: Non-EE IM Sup & Clerical
  - **+ 086**: Non-E&E Admin & ADP Costs
  - **+ 091**: Non-EE Agency Admin
  - **+ 095**: Administrative 311 + 090
- Locate Receiving **APP CODE 434 – SPEC ASST**
- Calculate the sum (Y) adding up the same 4 Cost Pools

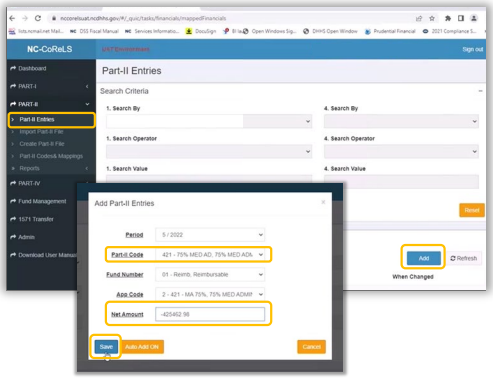


5 Reclassify Non-E&E Costs by creating 4 Part-II entries

- In NC-CoReLS, navigate to Part-II Entries and select **ADD**
- Verify that the period is correct, then make 4 separate entries:

Entry	#1	#2	#3	#4
Period	Service data month			
Part-II code	421	412	434	444
Fund number	01			
App Code	2-421	2-412	2-434	2-444
Net Amount	- X	+ X	- Y	+ Y

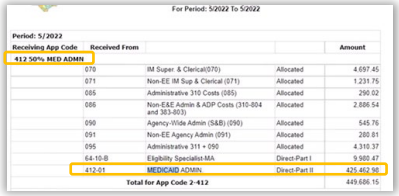
- Create Part-II File
- Run Process Allocations



6 Check if you completed correctly the Reclassification Step

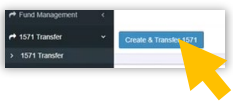
- Run again **ALLOCATION COSTS BY RECEIVING APP CODE** report
- Validate entries for Receiving App Codes 412, 421, 434, and 444

412-01 = + **X** ✓ | 421-01 = - **X** ✓ | 434-01 = - **Y** ✓ | 444-01 = + **Y** ✓



7 Complete the DSS-1571 Process

- Create Part-IV File
- Create & Transfer the DSS-1571



If you need additional help, please contact your LBL or review the published FAQ, NC-CoReLS user manual or other job aids at NC County Reimbursement Ledger Suite (NC-CoReLS) | NCDHHS